



CALIFORNIA STATE LIBRARY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA STATE LIBRARY	RELEASE DATE:	Tuesday, December 2, 2008
POSITION TITLE:	Assistant Director, California Research Bureau	FINAL FILING DATE:	Tuesday, December 16, 2008
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	12022008_1

POSITION DESCRIPTION

The Assistant Director for the California Research Bureau works under the direction of the Director of the Research Bureau and serves as the Director's primary policy and strategy advisor for research. This is a third-level management position involving oversight of highly skilled policy experts who prepare complex and sensitive research and policy analyses for elected state officials and their staffs. The Assistant Director sets branch policy and has broad policy and management responsibilities for the policy experts and related support staff. In addition, the Assistant Director establishes and maintains partnerships with other state policy research organizations and conducts independent research.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Ability to coordinate a complex issue with a wide range of diverse interests, i.e., the Governor's Office, Legislative members or staff, and private advocate groups.
- Strong research skills and experience writing and editing complex research reports.
- Ability to effectively communicate with others as demonstrated by strong written and verbal communication skills.
- Ability to recognize

and understand the political environment and consequences of action. • Ability to represent the California State Library effectively with the highest levels of State government or private industry. • Broad knowledge of the cultural, ethnic, economic diversity of the people and businesses in California. • Computer expertise with a wide variety of hardware and software. • Direct administrative or supervisory experience over a complex research organization. • Experience in developing and implementing administrative policies and procedures. • Possession of the personal characteristics of integrity, initiative, dependability, tact, sound judgment and adaptability. • Proven ability to communicate both orally and in written form with the highest levels of State government or private industry. • Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied programs.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Director, California Research Bureau**, with the **CALIFORNIA STATE LIBRARY**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review of the candidates' application, resume and Statement of Qualifications. Only the most qualified candidates will be selected for an interview. Candidates who receive an interview will be notified in writing of their examination results. In order to be successful in this examination a minimum rating of 70.00% must be attained.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA STATE LIBRARY, Human Resources Services Office
914 Capitol Mall, Room 215, Sacramento, CA 95814
Traci Balluff | 916-654-0204 | tballuff@library.ca.gov

ADDITIONAL INFORMATION

Questions regarding the position should be directed to: Phyllis Smith, Manager, Human Resources Services Office, (916) 651-8341, psmith@library.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE LIBRARY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>